



ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 03-ASOD-123

POSITION:

**INFORMATION TECHNOLOGY SPECIALIST,
(DATA MANAGEMENT) 2210**

SALARY RANGE:

\$69,054 - \$127,996

Opening Date: 09/17/03

Closing Date (for receipt of applications):

10/08/03

OFFICE:

Office of the Associate Director for Management and Operations
Office of Management, Planning and Assessment

AREA OF CONSIDERATION:

All Sources - Washington, D.C. Metropolitan Area and Judicial Branch Employees - Nationwide
This is a temporary position not-to-exceed three years

Location: Washington, DC

SALARY POTENTIAL:

\$127,996

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is commensurate with experience. Federal benefits are available for most positions according to federal guidelines. More than one selection may be made from this announcement. If this position is temporary (see above), management may have the discretion of converting this position to a permanent position depending upon funding and staffing allocation.

MISSION STATEMENT: The Administrative Office is part of the judicial branch of the federal government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 30,000 employees serving federal courts and judges throughout the United States and U.S. Territories. The AO also supports program activities in the areas of court administration, court security, defender services, and probation and pretrial services.

DUTIES AND RESPONSIBILITIES: The Office of Management, Planning and Assessment (OMPA) provides direct and often confidential management and policy analysis to the Director and Associate Director of the Administrative Office. The office is headed by the Deputy Associate Director for Management and Operations. The office conducts studies and provides advice on management policies, systems, and improvement efforts; coordinates and monitors the agency's progress toward meeting established organizational goals and objectives; coordinates and supports a long-range planning program; and supports the Judicial Conference Committee on the Administrative Office. The incumbent of this position will serve as the development manager for the Court Integrated Resource Information System (CIRIS) Replacement System within the Office of Management, Planning and Assessment, and report to the Deputy Associate Director. CIRIS is an executive information system and analytical tool for accessing strategic staffing, spending, and workload data for the judiciary. The CIRIS Replacement System will be a more sophisticated, flexible, and robust portal to official sources of strategic data. The incumbent will work directly with the project manager who is responsible for the strategic direction of CIRIS and for monitoring progress against the project's objectives, schedule and cost. Duties include, but are not limited to:

1. Serving as the Development Manager with technical leadership responsibility for the definition of requirements, analysis of alternatives, designing, developing, testing, and implementing the CIRIS Replacement System;
2. Working with senior officials to define and meet strategic business information needs, define strategic data business rules, and achieve consensus;
3. Negotiating or resolving highly significant technical matters that impact the project approach and resources such as application and database design, and hardware selection;
4. Developing and coordinating project life cycle documents;
5. Developing and reviewing technical documents produced for the legacy CIRIS and the CIRIS Replacement System including functional requirements, analysis of alternatives, design specifications and related documents;
6. Working with the CIRIS Project Manager to define and maintain the project schedule;
7. Directing assignments for a technical contract staff of developers, internal testers, and technical writers; and
8. Developing data quality assurance procedures and performing data quality assurance tasks.

QUALIFICATION REQUIREMENTS: Applicants must have demonstrated experience as described herein. This requirement is according to the AO Classification, Compensation, and Recruitment Systems which include interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions. Applicants must have **one year of specialized experience** which is in or directly related to the line of work of this position. **Specialized experience** is experience in which the applicant managed the full development life cycle of a data warehousing, business intelligence, or similar system in a mission critical, enterprise-wide, executive-level environment including leading a technical team in requirements analysis, alternatives analysis, design, development, and implementation.

(PLEASE SEE REVERSE SIDE FOR MANDATORY SUPPLEMENTAL FACTORS)

SUPPLEMENTAL FACTORS: The following factors are expected to enhance performance significantly in this position. Applicants **must** submit a narrative statement addressing each factor listed below. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position. **Submission of a separate narrative statement for each factor is a MANDATORY requirement.**

1. Demonstrated ability to manage the full development life cycle of a data warehousing, business intelligence, or similar system in a mission critical, enterprise-wide, executive-level environment including leading a technical team in requirements analysis, alternatives analysis, design, development, and implementation.
 2. Knowledge of and ability to produce excellent system documentation and life cycle documents.
 3. Ability to translate general management concepts into effective information displays.
 4. Knowledge of the staffing, financial and statistical data in the judiciary or similar organization.
-
-

**FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT, CONTACT: Cynthia Middleton Brown at (202) 502-1259
OR VISIT OUR INTERNET WEB SITE FOR JOB OPPORTUNITIES — [HTTP://WWW.USCOURTS.GOV](http://www.uscourts.gov)**

**PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.**

HOW TO APPLY:

- Your application must be received by mail or hand delivered to the AO Personnel Division (address below) by **CLOSE OF BUSINESS (5:00 P.M.)** on the closing date. Application and enclosure(s) will not be returned. The AO does **NOT** accept application materials by Internet e-mail.

ADDRESS:	(for mailing)	(for hand delivery)
	Administrative Office of the U.S. Courts	One Columbus Circle, NE
	AO Personnel Division	Suite G-200
	Suite G-200	Washington, D.C.
	Washington, DC 20544	(Union Station Metro)

- Your application should include all of the information listed under the section, "APPLICATION INFORMATION."
- You may choose to submit a signed and dated *OF-612 (Optional Application for Federal Employment)*, OR any other application format.
- Incomplete applications will not be considered. Also see brochure *OF-510 (Applying for a Federal Job)*.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses the information listed below; otherwise, you may be considered ineligible for this position.

- **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- **Personal Information:** Full name, mailing address, day and evening area codes and phone numbers; social security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualification Requirements).
- **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- **Other Qualifications:** List any job-related training courses; skills (such as languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation.
- **Additional Information:** Any other required information or forms listed on this announcement.

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
- If selected for first-time appointment to the federal government, you may be required to serve a trial period. Failure to complete successfully the trial period may result in termination of employment.
- If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to complete successfully the probationary period can result in return to a position comparable to the one held immediately before this supervisory assignment, or if you were not a federal employee before this assignment, then you may be moved to a position one level below this supervisory position.
- Relocation expenses will not be provided.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 502-1271
OR VISIT OUR INTERNET WEB SITE FOR JOB OPPORTUNITIES — [HTTP://WWW.USCOURTS.GOV](http://www.uscourts.gov)
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.
